

#### **General Information**

**Application Procedures:** Application may be made by mail or in person by completing the attached form. The Division of University Extension, Room 101, 119 St. George Street is open from 9.00 am to 9.00 pm Monday through Thursday and from 9.00 am to 5.00 pm on Fridays to receive applications.

As enrolment in the classes is limited, early application is advised to ensure a place.

**Course Location:** Classes will meet in the Faculty of Library Science, University of Toronto, 140 St. George Street, Toronto.

**Library Use:** Participants in these continuing education courses will be given access to the materials in the Faculty of Library Science Library. The Library, however, has a policy of not supplying texts. Two or three copies may be available for reading room consultation only.

**Admission to Classrooms:** The official University receipt, which the student receives upon registration, must be presented for admittance to classrooms.

**Refunds:** Requests for refunds must be made before the second class of the course, or in the case of the institutes, before May 17, 1973. Such requests must be presented either in person or in writing to the Division of University Extension, Room 311, 119 St. George Street, accompanied by the official University receipt. An administrative fee of \$10.00 is charged for all such refunds. A student is considered to be a member of a class until he has officially withdrawn and his withdrawal has been accepted. Non-attendance at classes, by itself, does not constitute official withdrawal.

**Withdrawal of Courses:** The Division of University Extension reserves the right to withdraw any course listed in this programme. Where a course is withdrawn, the full tuition fee is refunded to registrants.

**Accommodation:** Meals and accommodation are not included in the course fee. Out-of-town applicants will be sent a list of several hotels within easy reach of the University to assist them to make arrangements personally for accommodation.

**Telephone:** For further information, telephone 928-2400.

### **University of Toronto Division of University Extension Courses in continuing education, offered in co-operation with the Faculty of Library Science**

**Spring 1973**



## CONTINUING EDUCATION IN LIBRARY SCIENCE - SPRING 1973

### **Computer-based Data Processing In Libraries**

This course will be an introduction to the computer and computer programming; merging the workflow of people and machines to perform library tasks. There will be an analysis of general principles for applying computer processing in acquisitions, cataloguing, serials control, circulation, and for utilizing machine-readable data bases. Students interested in running a computer programme will have access to the University of Toronto Computer Centre.

**Instructor:** W.J. Kurmey, Associate Professor, Faculty of Library Science. Programming and information systems consultant to the IBM Corporation, the Chicago Computer Center Ltd., and to the National Research Council of Canada.

**Texts:** Artandi, Susan. *An Introduction to Computers in Information Science*, 2nd ed. Metuchen, N.J.: Scarecrow Press, 1972.

Cox, Nigel, S.M., J.D. Dewar and J.L. Dolby. *The Computer and the Library*. Hamden, Conn.: Archon Books, 1967.

Mott, Thomas H. Jr., S. Artandi and L. Struminger. *Introduction to PL/I Programming for Library and Information Science*. New York: Academic Press, 1972.

**Time:** Wednesdays 7:30-9:30 pm  
February 21 to April 25, 1973

**Fee:** \$50.00 10 sessions

### **Discovery: The Psychology of Communication in Administration**

This institute will attempt to discover for its members the nature of communication in an organization. The institute will initiate such discovery in three stages: discovery of the self; discovery of the group; and discovery of the organization. It is the premise of the presentation that we cannot understand the psychology of group dynamics, much less of organizational behaviour, unless we first know something about the psychology of the individual, and in this sense the institute will have universal application to organizational development. The examples used, however, will relate specifically to libraries and librarians.

The Institute will occupy parts of three consecutive days. On the Thursday evening a presentation with film will initiate discussion on the Maslowian theory of individual motivation, with references to Herzberg and to research into the personality of the librarian.

On Friday presentations with experiments and films will discover the elements of group dynamics. On Saturday presentations and experiments will concentrate upon the implications of communication research for organizational development, with particular reference to library structure.

**Instructor:** J.P. Wilkinson, Professor, Faculty of Library Science. Particular concentration in academic librarianship and library management. Former Director of Libraries, Dalhousie University and previous editor of the *IPLO Quarterly*.

**Schedule:** 2½ days (full time) May 24, 25, 26, 1973  
May 24 - 7:00 pm-10:00 pm  
May 25 - 9:30 am-10:00 pm  
May 26 - 9:00 am- 4:30 pm

**Fee:** \$85.00 (includes a package of readings for the course)

### **Audio-visual Materials and the Library**

The focus of this institute will be on the selection, evaluation and utilization of audio-visual media of communication from the point of view of their usefulness in library collections. Participants will view and discuss 16 mm films, and in laboratory situations view and evaluate collections of filmstrips, tapes, cassettes, and media kits. Microforms and equipment will be discussed, and participants will have an opportunity to use equipment owned by the Faculty of Library Science.

**Instructor:** I.K. McLean, Associate Professor, Faculty of Library Science. Wide professional experience in public library field; formerly Chief Librarian, Sudbury Public Library, and Regional Director, North Central Regional Library System.

**Schedule:** 3 days (full time)  
May 24, 25, 26, 1973  
9:00 am-4:00 pm (plus viewing of films in the evening)

**Fee:** \$85.00 (includes a package of readings for the course)

|                  |                                      |                   |            |      |      |           |                   |
|------------------|--------------------------------------|-------------------|------------|------|------|-----------|-------------------|
| Course           | Mr. _____<br>Ms. _____<br>Name _____ | Surname           | First Name | Zone | City | Ap't. No. | Business          |
| Address          |                                      | Number and Street |            |      |      |           |                   |
| Telephone        |                                      | Home              |            |      |      |           |                   |
| Company Name     |                                      | Company Address   |            |      |      |           |                   |
| Present Position |                                      | Personal          |            |      |      |           | Company<br>Cheque |
| \$               |                                      | Cash              |            |      |      |           | Date              |
| Signature        |                                      |                   |            |      |      |           |                   |

Application Form  
Continuing Education  
In Library Science  
  
University of Toronto  
Division of University Extension  
119 St. George Street  
Toronto 1B1, Ontario  
(416) 928-2400

OFFICE USE  
Receipt No. \_\_\_\_\_